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## **Job Posting**

### **Youth Business Lead (Contract, May 2025 to March 30, 2026)**

Part-Time, On-Site in Southwest Scarborough (74 Firvalley Court)

#### **Summary**

Do you know Business Start Up? Are you an excellent communicator and a passionate advocate for communities impacted by oppression, with an organized, goal-oriented approach to youth-focused community and neighbourhood development? We have a part-time leadership role that may be perfect for you.

Warden Woods Community Centre is a nonprofit neighbourhood centre working with and for the people of Southwest Scarborough since 1970 to build caring, compassionate, just and interdependent communities. For more: [wardenwoods.com](http://wardenwoods.com)

#### **Role**

**The Youth Business Lead** will plan and implement entrepreneurship activities- training, education and business operations- with and for youth of legal working age within the Warden Woods community, as approved in consultation with stakeholders.

The Youth Business Lead will support the research and development of viable, sustainable, youth-centered business initiatives that will support local youth to develop employment and entrepreneurship-related skills as well as interpersonal, communication, advocacy and other functional skills that will contribute to improved career prospects.

The Youth Business Lead will demonstrate deep understanding of the current barriers to employment and career prospects for local youth, and will come ready to implement evidence-based strategies for decreasing barriers and expanding opportunities.

The Youth Business Lead will be an excellent communicator and a passionate advocate, with an organized, goal-oriented approach to youth-focused community and neighbourhood development.

Reporting to the Executive Director or Designated Management.

#### **Key Areas of Responsibility**

- Forge partnerships that will support youth-centered training, education and business paths within Warden Woods.
- Plan and develop business paths and plans in collaboration with local youth and external

partners, to achieve short and longer-term goals for neighbourhood development.

- Communicate risks and concerns about business activities to the appropriate management, and support problem-solving strategies.
- Document, discuss and present collaborative ideas to community members, staff, management and partners.
- Perform purchasing and cash reconciliation tasks for drop-in program activities as approved and directed, within the approved budget.
- Collect and store intake forms and all program materials appropriately and according to applicable legislation, ensuring these stay updated.
- Ensure spaces and equipment used for business programming are set-up, used and closed appropriately.
- Communicate with parents/guardians as required, and form effective, youth-centered relationships with parents and other community adults.
- Contribute to youth-centered advocacy efforts within the organization, neighbourhood, City, etc. related to this work.
- Contribute to applications for new funding, and reports for current funders, to articulate impact and goals, and support program financial stability, as required.
- Inform and collaborate on short term and longer-term youth-focused program planning.
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities.
- Other duties as assigned.

### Key Qualifications

- At least 2 years of experience in a business development or entrepreneurial role (including self-employment)
- At least 2 years of experience in a program or project leadership role
- At least 2 years of partnership development experience
- At least 2 years of community engagement experience
- At least 2 years of experience working with youth 15-24 years old (facilitating, supporting, outreach and engagement)
- Demonstrated understanding of barriers facing youth within Warden Woods
- Excellent English verbal and written communication skills, strong administrative skills
- Experience in a community-based nonprofit organization is a definite asset
- Demonstrated ambition, creativity, resourcefulness, collaborative and flexible approach
- Solid understanding of systems of oppression, anti-racism and harm reduction is a must
- Understanding of the Warden Woods neighbourhood, and/or neighbourhoods with similar profiles in Southwest Scarborough is a definite asset
- Must be committed to 100% on-site work